



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
Legal Office Director

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: Office of the Attorney General Employees

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting Number: 00004453

Hours: 40/week; 8:00 a.m. – 5:00 p.m.

Salary: Minimum \$90,282 annually

Closing Date: September 2nd, 2014

The Office of the Attorney General is currently recruiting for a full-time, permanent *Legal Office Director* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Recruitment for the Legal Office Director at the Office of the Attorney General is open to any employee at the Office of Attorney General who possesses the following administrative and fiscal-management skills and abilities:

EXAMPLES OF DUTIES:

Directs the business services staff at the Office of the Attorney General; directs the staff and operation of the administrative and fiscal management functions, including financial planning and budgeting, accounting, records management, personnel, procedures and policy analysis, facilities management, purchasing, payroll, automated office services, and legal research services; coordinates, plans, and manages activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in the preparation of the unit budget; maintains contacts with individuals both within and outside of the unit who might impact on program activities; develops and manages departmental case management system for litigation monitoring; develops and updates legal policy and procedural manuals to ensure uniformity of operations and policies; develops and maintains central files system for storage of such records as opinions, briefs, advisory or research memoranda; establishes and maintains mail control and monitoring to ensure proper mail routing and that judicial schedules and calendars are observed in a timely fashion; may participate in labor contract negotiations and contract administration; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; knowledge of and ability to apply management principles and techniques; knowledge of governmental accounting; knowledge of the judicial system; considerable interpersonal skills; considerable oral and written communications skills; considerable ability in the preparation and interpretation of financial and statistical reports

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years of business services experience including a combination of two or more of the following: accounting, budget management, purchasing, personnel, grant administration, contract administration. The combination must include at least one fiscal area.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory capacity over professional staff in a law office or closely related workplace. Note: For State employees this will be interpreted at or above the level of Supervising Accountant, or Fiscal/Administrative Supervisor.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

APPLICATION INSTRUCTIONS:

Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information (postmarked no later than the closing date) to:

Susan L. Cavanaugh, Manager of Human Resources
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities